

Business-Style Authorization Letter for Employee's Child

Subject: Authorization to Collect Birth Certificate of Employee's Child

To Whom It May Concern,

This letter confirms that our employee, [Employee's Full Name], has authorized [Authorized Person's Name] to collect the birth certificate of their child, [Child's Full Name], on their behalf. The employee is currently unavailable due to official duties.

Please verify the identity of the authorized person using the attached documents and facilitate the collection.

Best regards,

[Your Name]

[Position]

[Company Name]

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